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04 JUL 1984

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MEMORANDUM FOR: Deputy Director of Central Intelligence

FROM: [REDACTED]

Executive Director

SUBJECT: Career Opportunity for Women [REDACTED]

1. Action Requested: This memorandum is to inform you of steps taken recently aimed at improving career opportunity for women in the Agency. Paragraph 3 contains recommendations for your approval. [REDACTED]

2. Background: In memoranda to me dated 15 December 1983 and 12 March 1984, and in your address to Agency women in the auditorium in early March, you deplored the small percentage of women in senior positions in the Agency. You asked me to submit a plan to you for redressing the imbalance. On 15 March, I asked the Deputies "to pick the brains" of their people to identify immediate and longer range actions that could be taken to improve the situation. I received over 100 suggestions in late March and early April. I then asked six senior Agency women to form a task force to review the suggestions received and to provide specific recommendations to increase the number of women in the Senior Intelligence Service (SIS). The task force completed its report in late April and, at my request, the Deputies commented on its recommendations by 11 May. The Chief of the Planning Staff then collated the results of this rather complex process and drew conclusions from it for action: the basic premise being if anything can or needs to be done before the current promotion cycle for SIS candidates ends, it should be. [REDACTED]

3. Recommendations: The wrap-up by Chief, Planning Staff is attached. I agree with its conclusions and recommend that you:

a. Reaffirm tasking of the Deputies* to review the qualifications of GS-15 women currently serving in SIS positions for the purpose of promoting those deemed competitive and qualified as soon as possible, in advance of the time in grade guidelines where demonstrated performance clearly warrants it.

b. Task the Deputies to appoint small, SIS-level panels of male and female officers in each career service to advise them

*For the purpose of these recommendations, the term "Deputies" will include the Head of the E Career Service.

Downgrade to CONFIDENTIAL when separated from attachment.

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on assignments, training, and promotion of GS-14 and 15 women. The Deputies should submit semi-annual reports to the DDCI on progress in these areas.

c. Task the Director of Personnel to compile a computerized listing of GS-15 women, to include date-of-grade, directorate rankings, and biographic profiles. The listings should be updated and provided to the Deputies, the Executive Director, and the DDCI on a schedule consistent with the SIS promotion cycle.

d. Task the Deputies to focus specifically on the GS-12 and 13 levels to ensure movement across the present GS-13 barrier into the GS-14/15 "feeder groups."

e. Task the Director of Personnel to review the Senior Officer Development Plan system as to whether it is serving its intended purpose and whether it can be improved to benefit career opportunity for women and minorities.

f. Task the Deputies to issue Directorate-wide notices for all SIS-1/2 vacancies and Agency-wide notices for SIS-1/2 rotational assignments to DCI area positions.

g. Task the Deputies to review new proposals for FY 1985/86 SIS position allocations and to give careful consideration to assigning qualified women or minority employees to these positions.

h. Reaffirm tasking of the Inspector General to comment specifically in component inspection reports on opportunities for women and minority employees to reach positions of responsibility and authority.

i. Task the Deputies to ensure that women are included as voting members of career panels and boards within their Directorates.

j. Task the Deputies:

(1) to attempt to recruit women at the GS-14 and above level to fill positions for which there are no qualified Agency employees;

(2) to send more senior and mid-level women on recruiting trips;

(3) to work with the Director of Personnel to identify and establish hiring goals in those disciplines where the proportion of women to men is unacceptably low.

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k. Task the Director of Personnel:

(1) to advertise Agency employment opportunities in professional and other journals with a large number of female subscribers, e.g., the Journal of the Society of Women Engineers;

(2) to include a session on the role of women in the Agency during the annual recruiters' conference.

l. Task the Director of Training and Education:

(1) to ensure that at least one SIS woman is a voting member of the Agency Training Selection Board;

(2) to develop a comprehensive plan for addressing in the training curriculum the subject of women in the work place.

m. Task the Federal Women's Program Board (FWPB) with recommending to the Executive Director by October 1984 ways to improve career continuity for women in the Agency, to include flex-time, dual careers, part-time, and other topics as appropriate. The summary of suggestions in attachment B to the attached report should be provided to the FWPB.

n. Provide to the Deputies copies of this memorandum and its attachment together with your decisions regarding the above recommendations.

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Attachment

APPROVED:

Deputy Director of Central Intelligence

Date

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Central Intelligence Agency
Washington, D.C. 20505

4 June 1984

Executive Director

NOTE FOR THE DDCI

- ° Obviously truly meaningful improvement has been, is, and will be an evolutionary societal thing.
- ° A major hurdle is the GS-12/13 corral. As several have noted, visibility through assignment, willingness to appoint women/minorities to tough positions is a major, maybe the major, factor.
- ° The attached reflects distillation and grouping of the many suggestions into some do-able tasks, seen as reasonable (for the most part) by the Deputies: the DDI and DDA agree; the DDS&T thinks (as Rec. 3.d. states) that the problem area is the GS-12/13 level - he doesn't oppose the others. He supports 3j. and doesn't have much to say about the others except that vacancy notices are of no real use. The DDO noted, for the most part, that each recommendation has been or is being addressed within the DO panel system.

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